United Nations ST/IC/2005/41

Secretariat

2 September 2005

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language proficiency examinations, January and May 2006**

1. The purpose of the present circular is to advise staff members of the registration dates and schedules for the two sessions of the United Nations language proficiency examinations to be held in 2006 in the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish). The purpose of these examinations is to test a staff member's written and spoken knowledge of the language. Staff members who pass one or more examinations qualify for language-related incentives.

2. The 2006 language proficiency examinations and their respective registration dates are as follows:

First session	Tuesday and Wednesday, 17 and 18 January 2006
Registration, first session	Wednesday, 4 January to Friday, 13 January 2006
Second session	Tuesday and Wednesday, 16 and 17 May 2006
Registration, second session	Thursday, 4 May to Friday, 12 May 2006

Those who wish to take the examination in January or May 2006 may register in one of two ways:

(a) By sending an internal e-mail during the registration dates to: Language Proficiency Examination in New York/NY/UNO; or an external e-mail to: unlpeny@un.org;

(b) By registering in person with the Learning Service at the Language Proficiency Office, in room DC1-201B (ext. 3-9503 or 3-9508) between 1 and 3 p.m. during the above registration dates.

3. The language proficiency examinations consist of a written and an oral part. The schedules for the January and May 2006 written examinations are as follows:

* Expiration date of the present information circular: 31 December 2006.

05-48003 (E) 060905

(a) First session

Tuesday, 17 January 2006

Chinese ..... 9 a.m. to 12.30 p.m.

English ..... 9 a.m. to 12.30 p.m.

Russian ..... 9 a.m. to 12.30 p.m.

Wednesday, 18 January 2006

Arabic ..... 9 a.m. to 12.30 p.m.

French ..... 9 a.m. to 12.30 p.m.

Spanish ..... 9 a.m. to 12.30 p.m.

(b) Second session

Tuesday, 16 May 2006

Chinese ..... 9 a.m. to 12.30 p.m.

English ..... 9 a.m. to 12.30 p.m.

Russian ..... 9 a.m. to 12.30 p.m.

Wednesday, 17 May 2006

Arabic ..... 9 a.m. to 12.30 p.m.

French ..... 9 a.m. to 12.30 p.m.

Spanish ..... 9 a.m. to 12.30 p.m.

Candidates are advised to arrive 30 minutes before the start of the examination in order to allow for check-in procedures.

4. The number of the conference room where each written examination will be held will be posted on the bulletin boards in the Secretariat Building and in the DC1, DC2 and DC3 buildings, and will be announced as a broadcast via e-mail. Candidates should check the bulletin boards and their e-mails, as individual notices are not sent for the written examinations.

5. The oral examination will consist of individual 15-minute interviews. Candidates will be given interview appointments at the time of their written examination.

6. Copies of sample examinations can be obtained at http://unlpe.org.

7. Staff members are requested to consult administrative instruction ST/AI/1999/2 of 13 May 1999 on language proficiency and language incentives for the general principles and the conditions governing language proficiency examinations, including eligibility and requirements for registering for the examination.